



Infinite**Visions**

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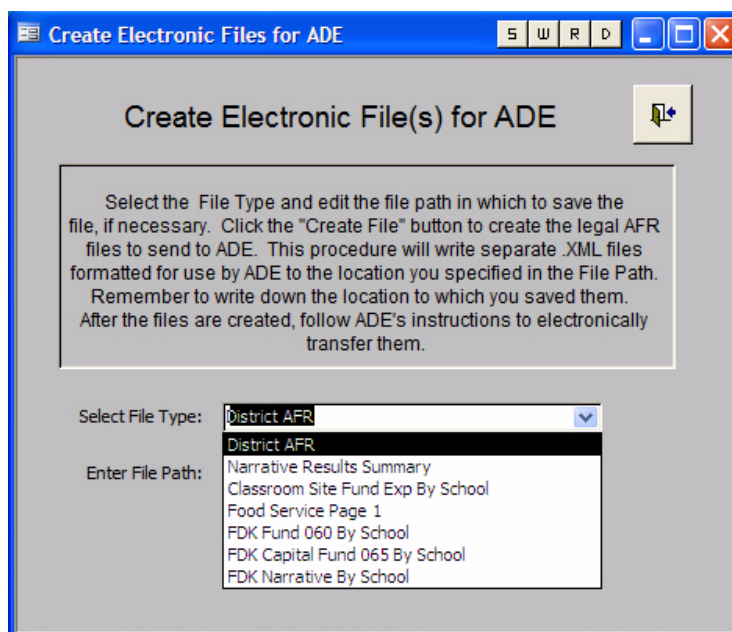
# Creating Electronic Files for ADE

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Once you are sure the AFR is complete, open and review each of the following pages for one last check before creating the files.

- District AFR Pages 1-12 and District Summary
- Food Service Page 1
- Supplement Pages 1-4
- Narrative Results Summary Pages 1-3
- Classroom Site Fund Expenditures By School
- Full-Day Kindergarten Fund 060
- Full-Day Kindergarten Capital Fund 065
- Full-Day Kindergarten Narrative by School

When the data is ready to send to ADE, click the Create ADE Files button on the main menu. The system displays the following screen:



1. In the *Select File Type* field, start with the default, **District AFR** in the field and complete the rest of the steps to make the seven AFR files.

You will use this field to select each of the files you need to create.

2. In the *Enter File Path* field, review the path to the location where the system will place the files. The default is the same as the GLAP file location. The path should look something like this: C:\VDATA\FY0405\ADEAFRFiles0405\. You can change it as needed, but it is not recommended, and it must be a directory that already exists.

Important: Write down the location. You will need it when sending the files to ADE.


3. Click Create File. The system begins to prepare the file and places it in a new directory called ADEAFRFiles0405 inside your FY0405 directory. If you changed the path, the file will be located in the ADEAFRFiles0405 folder at the location you specified.

**IMPORTANT:** The data file must be named GLAP0405.mdb in order for this process to work correctly.



When complete, the system displays the following message:



4. Click OK.
5. Repeat steps 1 through 4 for each of the files in the *Select File Type* field drop-down list. A total of seven files will need to be made and sent to ADE.
6. Once all seven files have been made, click  to return to the main menu.

Remember: By default your files can be found, using your Windows Explorer in a directory called ADEAFRFiles0405, at the same file location as the GLAP (for example, C:\VDATA\FY0405\ADEAFRfiles0405), or whatever directory you selected.

The files are named as follows:

File Type	File Name
District AFR	BVAFR_CCTTDDSSS.xml
Classroom Site Fund Narrative Results – Pages 1 - 3	BVAFR_CSFNAR_CCTTDDSSS.xml
Classroom Site Fund Exp By School	BVAFR_SBSCSF_CCTTDDSSS.xml
Food Service – Page 1	BVAFR_FOODSVC_CCTTDDSSS.xml
Full Day Kindergarten Revenues & Expenditures	BVAFR_FDK_CCTTDDSSS.xml
Full Day Kindergarten Capital Revenues & Exp	BVAFR_FDKCap_CCTTDDSSS.xml
FDK Narrative By School	BVAFR_FDKNar_CCTTDDSSS.xml

(where **CCTTDDSSS** represents the district's 9 digit County/Type/District/School number)

## Sending Files to ADE

After you create the files, you need to upload them to ADE via their web site: <https://www.ade.az.gov/commonlogon/>

Check with ADE for additional information about uploading files.

